All successful candidates should be sent information about the organization prior to starting and with their contract. This should include an organization’s Policy on Safeguarding (working with vulnerable adults and children), Prevention from Sexual Exploitation and Abuse and the Code of Conduct.

There should also be a briefing as part of the induction program for newly appointed staff regardless of previous experience. This should include knowing where to find information on the following:

* Policies and procedures in relation to safeguarding e.g. adult safeguarding, child safeguarding, child protection, anti-bullying, anti-racism, internet safety, whistle blowing, disciplinary and grievance
* Requirements of the organisation’s Code of Conduct
* Where to access the policies and procedures
* Reporting procedures and when/how to raise a concern or observation

All new hires must complete the following course(s) (face-to-face or online training modules) as part of onboarding:

* Safeguarding Policy
* Child protection Policy
* Whistle-blower policy
* Workplace/Sexual Harassment Policy
* Protection from Sexual Exploitation and Abuse Policy
* Code of Conduct
* Other organizational polices

All staff will attend and be provided with refresher trainings at least one a year or in regular intervals during employment tenure.

On appointment, the successful candidate will also be required to sign an organizational acknowledgment form for all policies including Safeguarding, Prevention from Sexual Exploitation and Abuse policies and Code of Conduct.

*Sample acknowledgement form included in the suite*